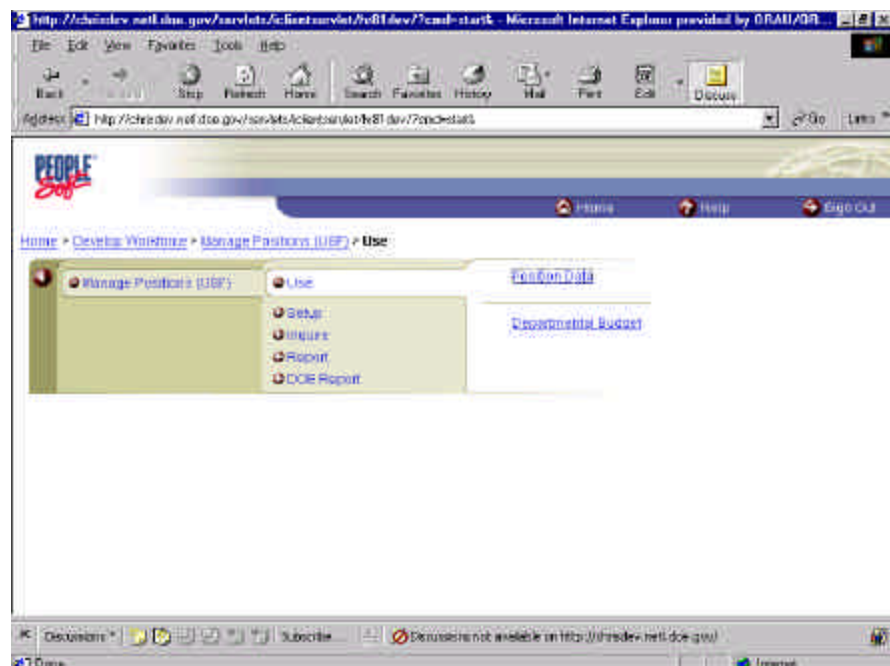


**Assigning a
Training Program
to a Position**

With the implementation of the Project Management Career Development Program, numerous positions will be required to have the PMCDP training program associated with the position. To associate a training program with a position:

1. At the “Home” screen, click on “Develop Workforce.”
2. Click on “Manage Positions (USF).”
3. Click on “Use.”
4. Click on “Position Data.”



The “Find an Existing Value” screen is displayed.

The screenshot shows a web browser window titled "Position Data - Microsoft Internet Explorer provided by ORAIL/GRISE". The address bar shows the URL: <http://chrdev.net.doe.gov/hrweb/ActionServlet?url=/hr81/dev/7pdc-staff>. The page has a header with the "PEOPLE Soft" logo and navigation links: Home, Help, and Sign Out. Below the header, a breadcrumb trail reads: Home > Devision Workforce > Manage Positions (USF) > Use > Position Data. The main heading is "Position Data" followed by "Find an Existing Value". The form contains several input fields: Position Number, Description, Position Status (a dropdown menu), Business Unit, Department, Job Code, and Reports To Position Number. There are also checkboxes for "Display Image", "Include History", and "Correct History". At the bottom of the browser window, a status bar indicates "Discussions not available in http://chrdev.net.doe.gov/".

5. Enter the position number in the “Position Number” field and click on “Search.”

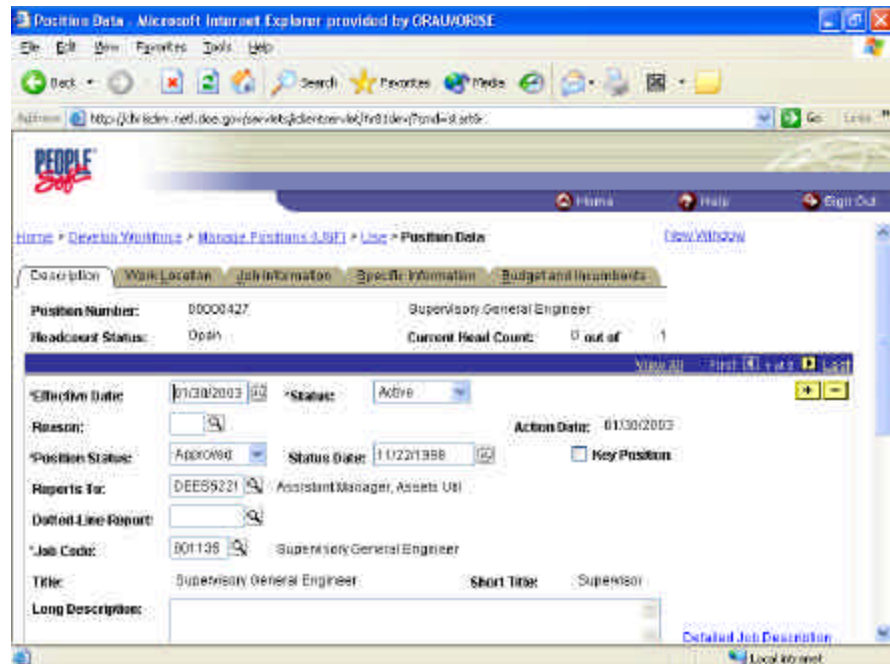
The “Position Data” screen is displayed.

The screenshot shows the same web browser window, but now displaying the "Position Data" screen. The breadcrumb trail is: Home > Devision Workforce > Manage Positions (USF) > Use > Position Data. Below the breadcrumb, there are tabs: Description, Work Location, Job Information, Special Information, and Budget and Numbers. The "Description" tab is selected. The form displays the following information: Position Number: 00000427, Supervisory General Engineer; Headcount Status: Open, Current Head Count: 0 out of 1. There are buttons for "View All", "First", "Previous", "Next", and "Last". The "Effective Date" is 11/22/1998, and the "Status" is "Active". The "Reason" is "NEW" for a "New Position". The "Action Date" is 11/20/1998. The "Position Status" is "Approved", and the "Status Date" is 11/22/1998. The "Reports To" is 0005521, Assistant Manager, Assets Unit. The "Dotted Line Report" is blank. The "Job Code" is 001135, Supervisory General Engineer. The "Title" is "Supervisory General Engineer" and the "Short Title" is "Supervisor". At the bottom of the browser window, a status bar indicates "Discussions not available in http://chrdev.net.doe.gov/".

6. Click on the  to insert a row.

A new row has been added with a new effective date.

Note: If the effective date is different than the date displayed, may sure the appropriate date is entered.



Position Data - Microsoft Internet Explorer provided by GRAU/ORSI

File Edit View Favorites Tools Help

Address http://hr1iden.net.doe.gov/service/identzserv/firstIdexForm=1st job

PEOPLE Soft

Home > Develop/Utilities > Manage Positions (3.5F) > Use > Position Data

Position Number: 0000427 Supervisory General Engineer

Headcount Status: Open Current Head Count: 0 out of 1

Effective Date: 01/30/2003 Status: Active

Reason: [magnifying glass icon]

Position Status: APPROVED Status Date: 11/22/1998 Action Date: 01/30/2003

Reports To: DEES9221 Assistant Manager, Assets Unit

Dotted Line Report: [magnifying glass icon]

Job Code: B01136 Supervisory General Engineer

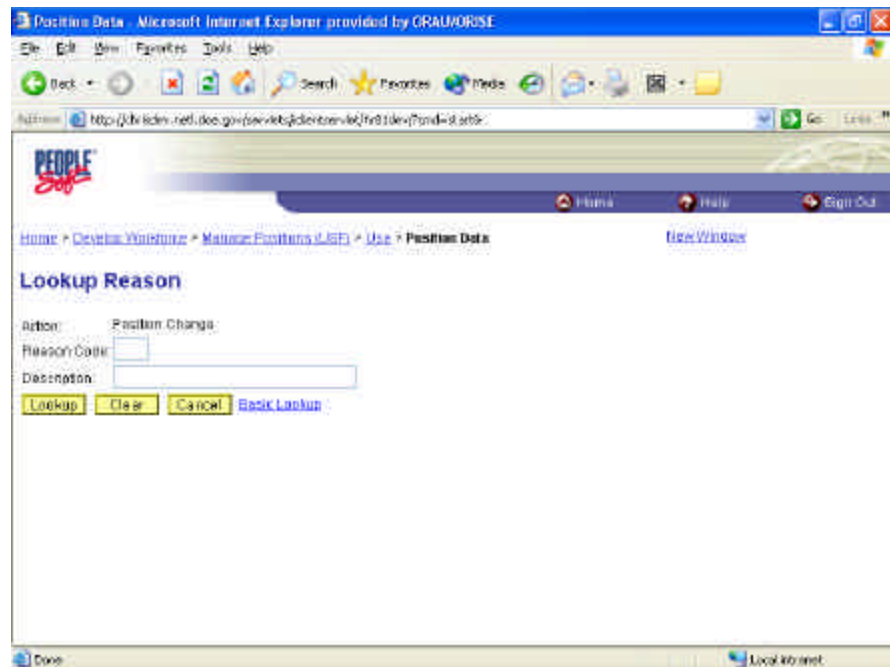
Title: Supervisory General Engineer Short Title: Supervisor

Long Description: [text area]

Local Intranet

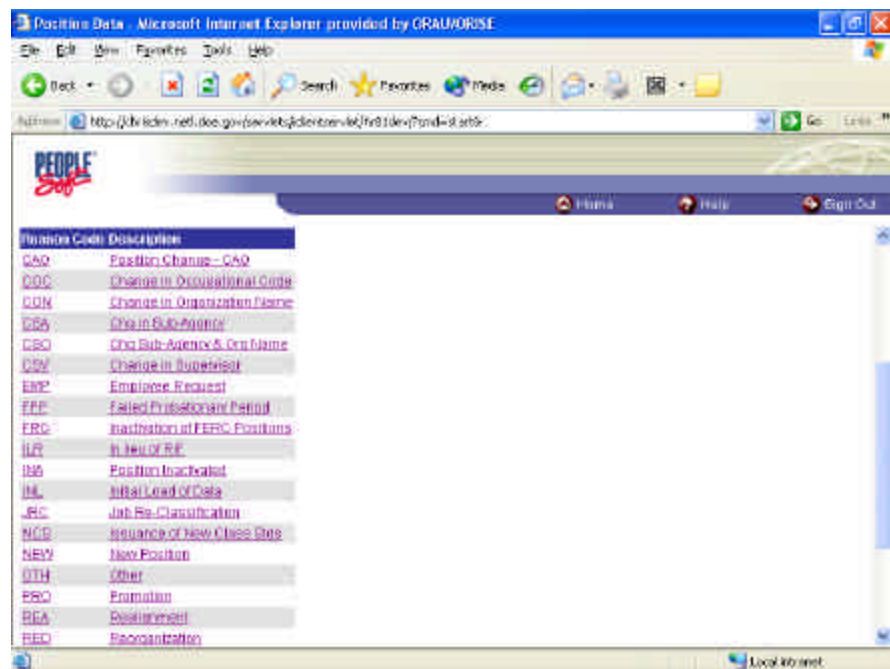
7. Click on the magnifying glass to the right of the “Reason” field.

The “Lookup Reason” screen is displayed.



8. Click on the “Lookup” button..

A list of reason codes are displayed.



9. Click on “Other” for the reason code.

“Other” is displayed in the “Reason Code” field.

Position Data - Microsoft Internet Explorer provided by GRAU/GRSE

Home > Division Functions > Manage Functions (JSP) > Log > Position Data

Position Number: 00000427 Supervisory General Engineer
Headcount Status: Open Current Head Count: 0 out of 1

Effective Date: 01/01/2003 Status: Active Action Date: 01/01/2003
Reason: Other
Position Status: APPROVED Status Date: 11/22/1998 Key Position
Reports To: DEES9221 Assistant Manager, Assets Util
Dotted Line Report:
Job Code: B01138 Supervisory General Engineer
Title: Supervisory General Engineer Short Title: Supervisor
Long Description:

10. Click on the “Specific Information” tab.

The “Specific Information” screen is displayed.

Position Data - Microsoft Internet Explorer provided by GRAU/GRSE

Home > Division Functions > Manage Functions (JSP) > Log > Position Data

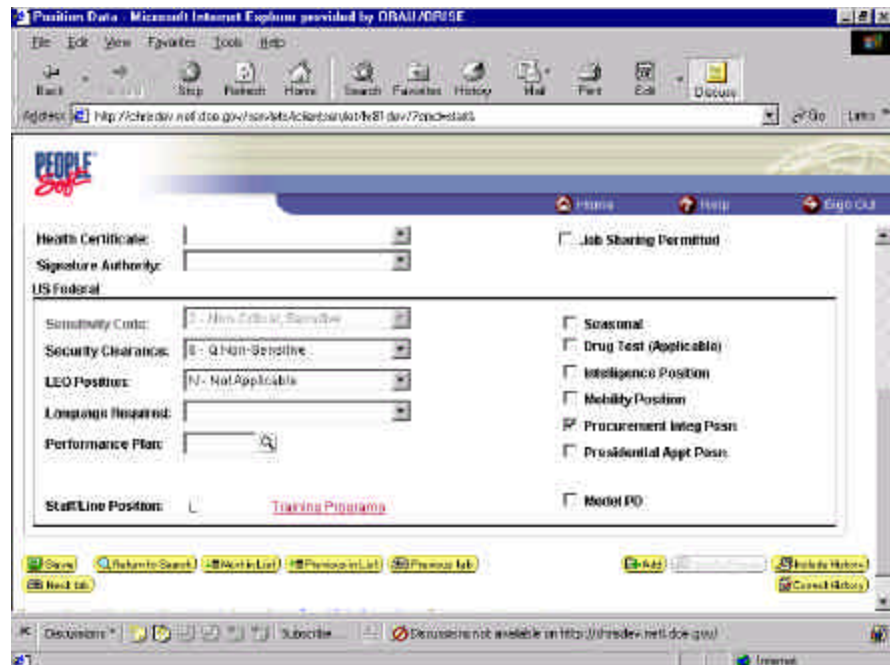
Position Number: 00000427 Supervisory General Engineer
Headcount Status: Open Current Head Count: 0 out of 1

Effective Date: 11/22/1998 Status: Active

Max Head Count: 1
Mail Drop ID:
Work Phone:
Health Certificate:
Signature Authority: US Federal
US Federal

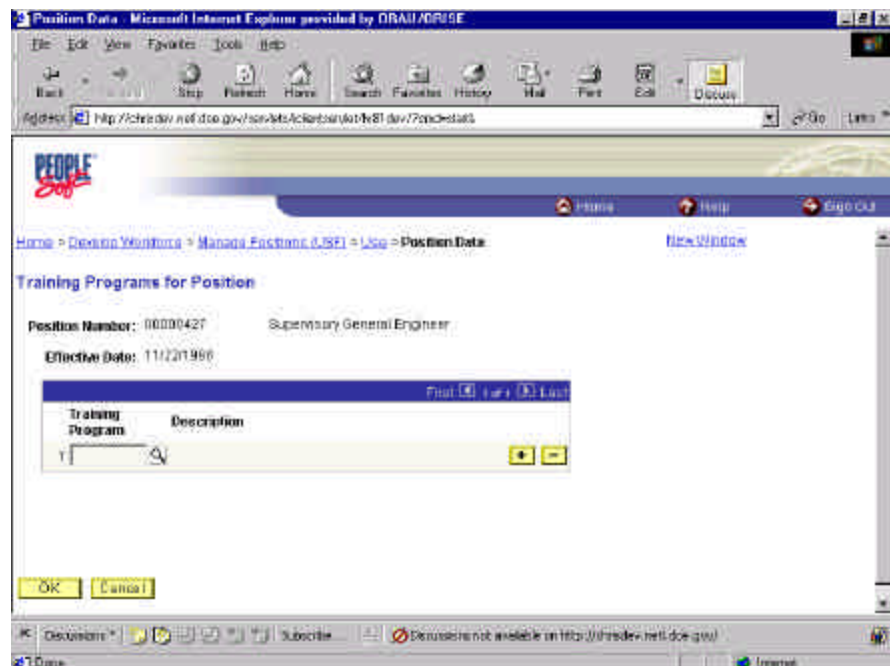
Budgeted Position
Confidential Position
Job Sharing Permitted

11. Scroll down until the link for “Training Programs” is displayed.



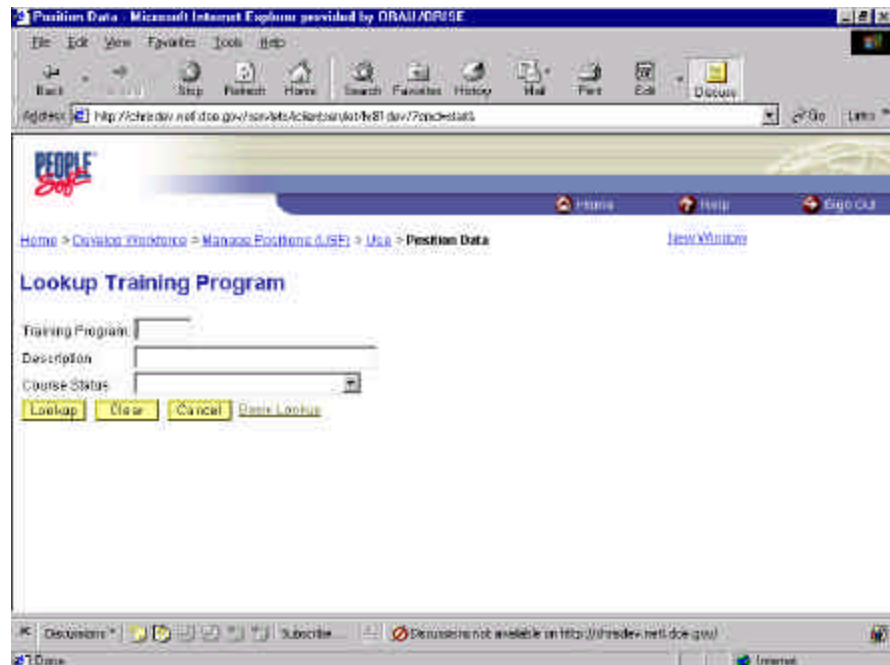
12. Click on “Training Programs.”

The “Training Programs for Position” screen is displayed.



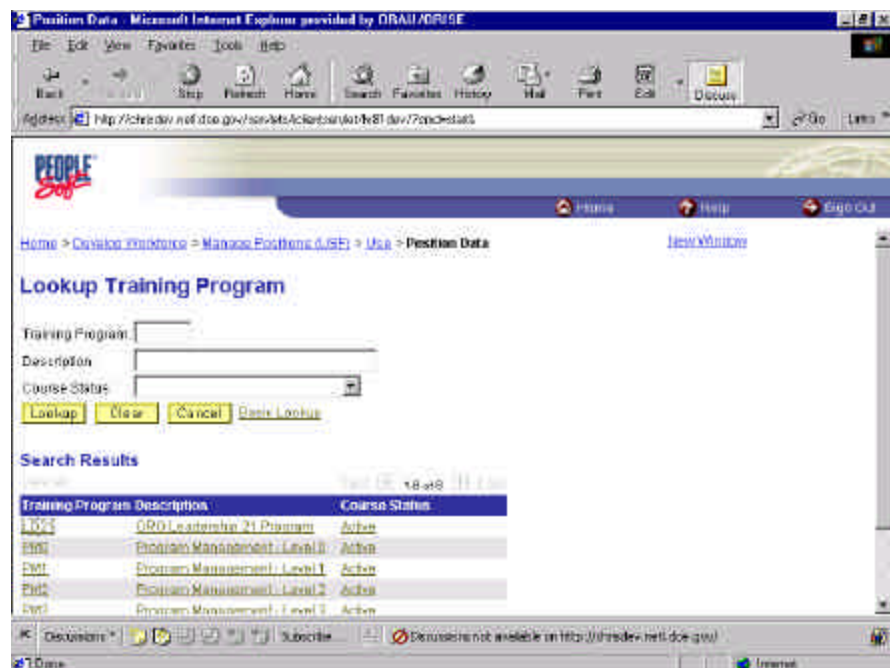
13. Click on the magnifying glass to the right of the “Training Program” field.

The “Lookup Training Program” screen is displayed.



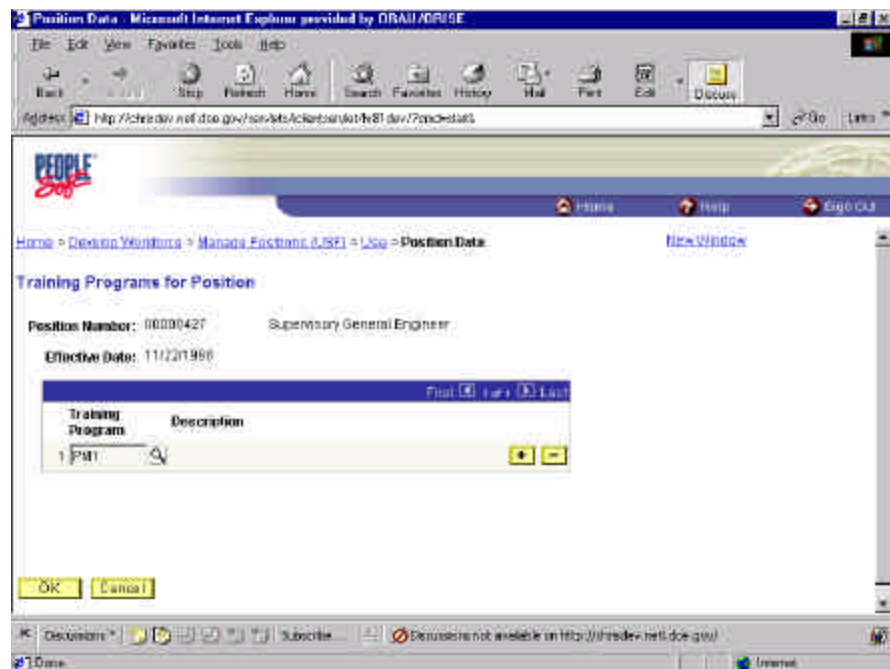
14. Click on the “Lookup” button.

A list of training programs is displayed.



15. Click on the training program that is to be added.

The “Training Programs for Position” screen is displayed with the chosen program.



15. Click on the “OK” button.

The training program has been added to the position.

16. Return to the “Description Page” prior to saving.
17. Click on the “Save” button.

The training program has been saved to the position.